



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

16 March 2023


MEMORANDUM

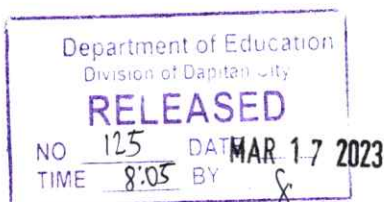
No. 125, s. 2023

**SEMINAR-WORKSHOP ON BASIC CUSTOMER SERVICE CUM
EFFECTIVE DELIVERY OF FINANCIAL AND ADMINISTRATIVE SERVICES**

To: OIC - Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
OSDS Personnel
All Others Concerned

1. The Office of the Schools Division Superintendent, thru the Administrative Unit, shall conduct a seminar-workshop on Basic Customer Service Cum Effective Delivery of Financial and Administrative Services on March 22-24, 2023 at the Ariana Hotel, Airport Road, Minaog, Dipolog City for the non-teaching personnel of this Division.
2. The activity aims to define the role of frontline service providers and the things expected from them and at the end of the seminar, the administrative support staff will be able to recognize customer service as an essential professional practice.
3. Attached is the list of Participants in the seminar.
4. For information, guidance, and compliance.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



OSDS-ADMS-Memo-2023-018



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitan.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity



List of participants of Seminar Workshop on Basic Customer Service cum Effective delivery of Financial and Administrative Services on March 22 - 24, 2023

NAME	POSITION/SG	SCHOOL ASSIGNMENT
1 MOLIJON, JOHN MICHAEL MAGSAYO	ADMINISTRATIVE AIDE IV - 04	Office Of The Schools Division Superintendent
2 BAGASINA, JUNE BILL GALLEMIT	ADMINISTRATIVE AIDE VI - 06	Office Of The Schools Division Superintendent
3 BANTILAN, CHOSETH DALMAN	ADMINISTRATIVE AIDE VI - 06	Office Of The Schools Division Superintendent
4 BALLADARES, KATHERINE SALVA	ADMINISTRATIVE AIDE VI - 06	Office Of The Schools Division Superintendent
5 EGUIA, CHEYNEE GAYLE LACTUAN	ADMINISTRATIVE AIDE VI - 06	Office Of The Schools Division Superintendent
6 PACHO, MECHE MOLIJON	ADMINISTRATIVE AIDE VI - 06	Curriculum Implementation Division
7 BAGUINAT, JEAN SAROL	ADMINISTRATIVE ASSISTANT I - 07	Potungan District
8 CAPATI, MAGNOLIA CALASANG	ADMINISTRATIVE ASSISTANT II - 08	Baylimango National High School
9 ANDOS, JENROSE GALLEPOSO	ADMINISTRATIVE ASSISTANT II - 08	Baylimango National High School
10 ADRIATICO, WELGAE REGAÑON	ADMINISTRATIVE ASSISTANT II - 08	Office Of The Schools Division Superintendent
11 POLIO, MICHELLE MYRH BINUNDO	ADMINISTRATIVE ASSISTANT II - 08	Barcelona National High School
12 JUMUAD, MARIELLE CALASANG	ADMINISTRATIVE ASSISTANT II - 08	Dakak National High School
13 DALMACIO, LESTER VAN GALANAY	ADMINISTRATIVE ASSISTANT II - 08	Dapitan City National High School
14 JARALVE, ZARAH JAY ALVAR	ADMINISTRATIVE ASSISTANT II - 08	Division Of Dapitan City
15 MAGTUBA, RANIL LABISIG	ADMINISTRATIVE ASSISTANT II - 08	Ilaya National High School
16 JAUCULAN, ARNI GAHISAN	ADMINISTRATIVE ASSISTANT II - 08	Office Of The Schools Division Superintendent
17 DUHAYLUNGSOD, JOAN JARALVE	ADMINISTRATIVE ASSISTANT II - 08	Ilaya National High School
18 ACOJEDO, MARIA CARMEL MALASARTE	ADMINISTRATIVE ASSISTANT II - 08	Dapitan City High School
19 DAYMIEL, ERNALYN RUIZ	ADMINISTRATIVE ASSISTANT II - 08	Dapitan City Central School
20 BAEL, ANNA LEIZEL DAGPIN	ADMINISTRATIVE ASSISTANT II - 08	Barcelona Central School
21 RACHO, EDILBERTO RICABLANCA	ADMINISTRATIVE ASSISTANT II - 08	Sulangon Central School
22 REALIZA, ALMA RUDAS	ADMINISTRATIVE ASSISTANT II - 08	Baylimango Central School
23 CAYLALUAD, ALJENN DAGPIN	ADMINISTRATIVE ASSISTANT II - 08	Potungan Central School
24 ABAPO, RUTH BAGUINAT	ADMINISTRATIVE ASSISTANT III - 09	Office Of The Schools Division Superintendent
25 DALMAN, CYVER OMANDAM	ADMINISTRATIVE ASSISTANT III - 09	Office Of The Schools Division Superintendent
26 ROSALES, MA. CHONA BAIT-IT	ADMINISTRATIVE ASSISTANT III - 09	Office Of The Schools Division Superintendent
27 ANTABO, ALONA MAE CUENCA	ADMINISTRATIVE ASSISTANT III - 09	Division Of Dapitan City
28 JATICO, JHEANA MAE ESTOSATA	ADMINISTRATIVE ASSISTANT III - 09	Office Of The Schools Division Superintendent
29 POTOY, JANEN ONGANIZA	ADMINISTRATIVE ASSISTANT III - 09	Sulangon Central School
30 ONGANIZA, JUNRY BELONOAC	ADMINISTRATIVE OFFICER II - 11	Division Of Dapitan City
31 LUANG, NERISSA TUMANDA	ADMINISTRATIVE OFFICER II - 11	Ilaya Elementary School
32 MACAPAÑAS, JHONALYN DONDOYANO	ADMINISTRATIVE OFFICER II - 11	Polo Elementary School
33 ELDIAN, MARIBEL CIMATU	ADMINISTRATIVE OFFICER II - 11	Burgos Elementary School
34 AMORES, LORA WENELLA MARTINEZ	ADMINISTRATIVE OFFICER II - 11	Taguilon Elementary School
35 ELUMBARING, GRACE BAGALANON	ADMINISTRATIVE OFFICER II - 11	Talisay Integrated School
36 DIAO, AMYTHYST FAITH ONENEZA	ADMINISTRATIVE OFFICER II - 11	Office Of The Schools Division Superintendent
37 SAGUIN, MAY CADAVEDO	ADMINISTRATIVE OFFICER II - 11	Sicayab Elementary School
38 SARMIENTO, JERENE ETOC	ADMINISTRATIVE OFFICER II - 11	Diwaan Elementary School
39 MEDIJA, MARIE DALMAN	ADMINISTRATIVE OFFICER II - 11	Opao Elementary School
40 CAGANDAHAN, CHARMAINE MARIE SANTANDEI	ADMINISTRATIVE OFFICER II - 11	Oyan Elementary School
41 GABURNO, CAMILLE SALDON	ADMINISTRATIVE OFFICER II - 11	Tamion Elementary School
42 CARDEÑO, CARLEEN MONTECALVO	ADMINISTRATIVE OFFICER II - 11	Oro Elementary School
43 JUMALON, JEFFREY GAHISAN	ADMINISTRATIVE OFFICER II - 11	Tag-Ulo Elementary School
44 JATICO, FRANCISCO ESTOSATA	ADMINISTRATIVE OFFICER II - 11	Masidlakon Elementary School
45 JAVIER, GIL DINULAN	ADMINISTRATIVE OFFICER II - 11	San Francisco Elementary
46 PADAO, MEDAR JR ESTRADA	ADMINISTRATIVE OFFICER II - 11	San Nicolas Elementary School
47 SELLOTE, JILLFILSE JARALVE	ADMINISTRATIVE OFFICER II - 11	Sigayan Elementary School
48 QUIÑAL, GERALDINE PINO	ADMINISTRATIVE OFFICER II - 11	Larayan Elementary School
49 ELUMBARING, MARIEL PEGARIDO	ADMINISTRATIVE OFFICER II - 11	Liyang Elementary School
50 ACOYMO, CATHERINE VALLES	ADMINISTRATIVE OFFICER II - 11	Owaon Elementary School
51 RECAMARA, MARK BAGALANON	ADMINISTRATIVE OFFICER II - 11	San Vicente Elementary School
52 JARALVE, JUNNEFE CREDO	ADMINISTRATIVE OFFICER II - 11	Dapitan City Sped School
53 TOMOGSOK, JUDECEL GUMAHAD	ADMINISTRATIVE OFFICER II - 11	Guimutan Integrated School
54 MENDIOLA, NATHANIEL ACAYLAR	ADMINISTRATIVE OFFICER II - 11	Office Of The Schools Division Superintendent
55 GARCIA, JIDELLE GALLEPOSO	ADMINISTRATIVE OFFICER II - 11	Dapitan City Experimental Elementary School
56 ABILA, RITCHEL QUIMIGUING	ADMINISTRATIVE OFFICER II - 11	Dapitan City Central School
57 DALMAN, CYNTHIA OMANDAM	ADMINISTRATIVE OFFICER IV - 15	Office Of The Schools Division Superintendent
58 TANGCALAGAN, NANCY FRANCISCO	ADMINISTRATIVE OFFICER IV - 15	Office Of The Schools Division Superintendent
59 OLARIO, GEORDITO TANGCALAGAN	ADMINISTRATIVE OFFICER V - 18	Office Of The Schools Division Superintendent
60 SUAREZ II. VICENTE RAMON	EDUCATION PROGRAM SPECIALIST II	Office Of The Schools Division Superintendent
61 ALAVANZA, PETER A.	LIBRARIAN II	Office Of The Schools Division Superintendent
62 SANTIAGO, DANILO MIKIN	PROJECT DEVELOPMENT OFFICER I - 11	Division Of Dapitan City
63 TOME, ENIEROSE CADANO	REGISTRAR I - 11	Division Of Dapitan City
64 ROJO, LEOPOLDO JR JUBAHIB	SENIOR BOOKKEEPER - 09	Sulangon National High School
65 PINO, RICKY BAEL	SENIOR BOOKKEEPER - 09	Dapitan City High School